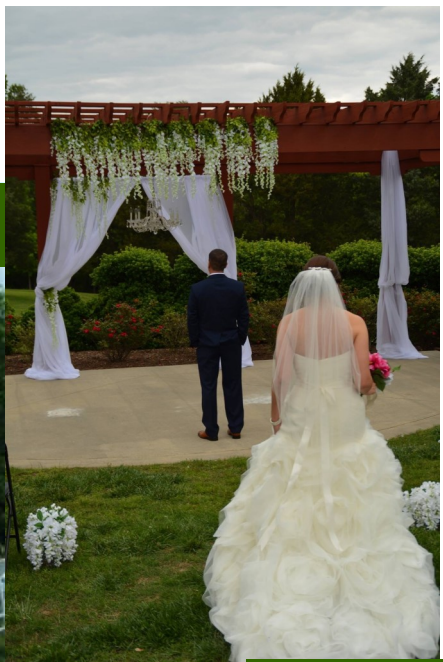


BUR-MIL CLUBHOUSE MEETING AND EVENTS CENTER

5834 Bur-Mil Club Road GSO, NC 27410

Large Terrace



Banquet Room



Lake Room



Cedar



Schedule tours and
check available dates
By calling the clubhouse
Phone: 336-641-2016
www.guilfordparks.com

Bur-Mil Clubhouse Offers Rental Space for:

- Meetings
- Workshops
- Seminars
- Retirement Dinners
- Company Picnics
- Weddings
- Receptions
- Anniversaries
- Birthdays
- Family Reunions
- Class Reunions
- Church Banquets
- Baby Showers
- Luncheons
- Holiday Parties

Renting Process

336-641-2016

- ◆ Call to see if your date is available.
- ◆ Set up a tour by appointment Monday-Friday, 8am-4:30pm to see the space and get information.
- ◆ Dates are not held without a contract, Rentals are first come first serve, and booked within the calendar year.
- ◆ When you are ready to reserve, We will collect more information then email a lease & addendum, or you may stop in with an appointment to sign.
- ◆ Return the signed lease/addendum by email, mail, or in person.
- ◆ After the lease is signed, we collect a \$100 (\$200 for weddings over 75) non-refundable deposit. Renters can call in with a credit card over the phone or mail a check made to Guilford county parks.
- ◆ Confirmation & receipt will follow. Details will be confirmed including guest count, event times & room layout. Balance is due 2 weeks before the event.

Cancellations

A 90-day written notice of cancellation is required for Friday-Sunday events and 45-day written notice is required for Monday-Thursday events for your deposit, minus \$100.00 (\$200 Weddings over 75) to be returned. The \$100 (\$200 weddings over 75) is never returned if you cancel. No refunds are given if you cancel in less notice than above.

Cost Estimate & Final Payment

For events, the renter is charged a room rental fee plus the host fee, clean up fee, bar fees & AV fees. The Rental Addendum is a cost estimate based on the information you give us at the time of the reservation. The Balance Due must be paid two (2) weeks before the event.

Decorations

No Decorations can be attached to the walls, floors, or ceilings—no command strips, tacks or tape of any kind are allowed. Glitter, confetti, sparklers, canned string are not permitted. Bubbles and birdseed are allowed outside only. No Fog machines are allowed. **Open flames, including all candles, are not permitted with the exception of Sternos under buffet dishes.** Our rental includes furniture and use of the kitchen. All decorations, linens (unless we rent tablecloths) cutlery, plates, cups, napkins, serving utensils, food, alcohol, buffet dishes are brought in by the renter. **All decorations, food and catering equipment must be removed before you leave.**

Room Preparation

Tables and chairs inside the Clubhouse are included & set-up by our staff before your event based on a layout agreed upon in advance. You are responsible for renting chairs for the Terrace. Bur-Mil has 60" round tables that seat 8, 48" round tables that seat 4-6 and 6' banquet tables. Our chairs are gray upholstered stack chairs. You can arrive as early as 8am to set up. All events end by 11 pm. An hour is given for clean up after every event.

Liability

You cannot have more people in the room(s) than fire capacities allow. Your final guest count is required a week prior to your event. Any damage to the Clubhouse caused by you or your guests will be invoiced to you after the event. Bur-Mil is not responsible for any personal property, food or equipment brought to or left at the Clubhouse. No Bur-Mil furniture can be taken outside.

Parking

No parking in front of clubhouse! Parking is located at golf.

Bar Service

If a renter wants alcohol served, Bur Mil **MUST** provide the licensed bartender for \$30/hr. You will be billed for the bar staff to arrive one hour earlier than your service time to set up and leave half hour later than your service ends for clean up. **No cash bars. No outside bartenders.** The renter is responsible for providing all alcohol, cups, napkins & supplies for the bar. An additional flat bar fee of \$200 includes: Ice, a rolling bar unit, all ABC permits, bar set up & clean up. If you are serving liquor and have more than 85 guests or If you have more than 100 people, 2 bartenders will be required. Bar fee plus bartender fee total as follows:

Service Time	3 hours	4 hours	5 hours
1 bartender	\$335.00	\$365.00	\$395.00
2 bartenders	\$470.00	\$530.00	\$590.00

Room	Dimensions	Sq. Footage
Banquet	37' x 52'	1,924
Banquet & Triple Crown	37' x 87'	3,219
Triple Crown	37' x 25'	925
Lake	20' x 75'	1,500
Oak	34' x 23'	782
Training	24' x 36'	864
Guilford	24' x 35'	840
Cedar	35' x 48'	1,680
Porch	20' x 84'	1,680

ROOM FEES

	Monday-Thursday & Friday before 2pm All events must end by 11pm, out by 12am			Fridays after 2pm , Saturdays, Sundays All events must end by 11pm, out by 12am		
	1st Half-Day Base Rate 8am-2pm	2nd Half-Day Base Rate 4pm-12am	Full-Day Base Rate 8am-12am	1st Half-Day Base Rate 8am-2pm	2nd Half-Day Base Rate 4pm-12am	Full-Day Base Rate 8am-12am
Banquet	\$130	\$175	\$220	\$400	\$465	\$500
Banquet & Triple Crown	\$230	\$295	\$360	\$640	\$725	\$800
Oak (with banquet or lake rental only)	\$70	\$90	\$110	\$165	\$195	\$225
Lake	\$110	\$145	\$180	\$305	\$360	\$400
Training or Guilford	\$80	\$100	\$120	\$175	\$205	\$235
Cedar	\$110	\$145	\$180	\$290	\$345	\$400
Screened Porch	\$70	\$80	\$90	n/a	n/a	\$165
WEDDINGS OVER 75 GUESTS Monday-Sunday \$1900 8am-12am <i>Events must end at 11pm</i>	All weddings of 75-200 people. Includes Banquet, Triple Crown, Oak & Lake rooms with training room for dressing (if available) and use of large terrace for ceremony if desired. Includes Clean up fee, Host fee, use of kitchen, ice, parking, projector & screen, easels, free wifi, all tables and chairs set up. Also includes the weekday before if available, 8am-5pm only for set up, drop-offs and rehearsal. Does not include tablecloths, outdoor chairs, decorations, food, alcohol, or bartender.					

- In order to use the large Terrace, both Banquet & Lake Rooms need to be rented.
- In order to use the small Terrace, both Cedar Room & Porch need to be rented.
- Porch only rentals: 8am-8pm only. No Heat or A.C. Includes 5 large picnic tables, 10 rocking chairs-Porch furniture cannot be moved. No access to inside clubhouse except for public bathrooms (\$165).

OTHER CHARGES

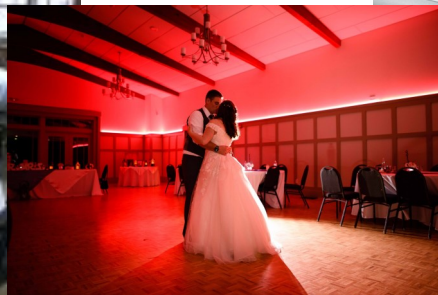
1. Clean up fee (Food information)

Renters are welcome to bring in any food or have any caterer or restaurant drop off food for the event. We have a large refrigerator, ice machine & microwave. Keep in mind there are no ovens in the kitchen, only warming trays. If you use the kitchen, you are expected to leave it clean like you found it. This includes cleaning the trays in the warming oven. **You are responsible for clearing your tables of all your trash and placing it in the trash cans we provide. You must remove all food and catering equipment before you leave.** The Event Host will pull the trash bags and get them to the dumpster. Trash cans & liners are provided. There is a clean-up fee based on your guest count:

# of People	1-25	26-50	51-100	101-200	201-300
Amount	\$25	\$50	\$75	\$125	\$200



Guilford room



Training room

2. Event Host Fees

Event Hosts are scheduled to work based on when you/your vendors need access to the building. The venue will not be opened before the "renter enter" time on your addendum. Bur-Mil requires an Event Host after 5:00 p.m. on weekdays and all hours of rental on weekends. This fee is **\$15.00** per hour. This staff member will come on duty whenever the first person related to your event needs access to the building (i.e. you to decorate, your caterer, band or DJ, florist, cake maker, etc.) ***You will be billed for the host to arrive one hour earlier than your requested arrival, and leave half hour later than your departure so they can open/prepare & secure/close the building.*** The Host will be in the building and available throughout your event & remain until all guests have left.

3. Equipment Rental Rates

LCD Projector with Screen	\$25.00 per use per day
PA System with microphone	\$50.00 per use per day
Podium with built-in speaker and microphone	\$50.00 per use per day

4. Tablecloth Linens

Renters are welcome to bring in their own linens, chair covers etc. or rent from any local vendor. If you would like Bur-Mil to rent tablecloths only on your behalf from a local vendor, they will be on your tables when you arrive and they will be removed by Bur-Mil staff after you leave. Your linen order will be finalized 10 days before the event. You will not have linens unless you ask for them and pay in full when your balance is due. You are still responsible for clearing the tables of all trash and removing any additional decorations you have brought in. If linens are damaged, or stained, you will be charged a replacement fee.

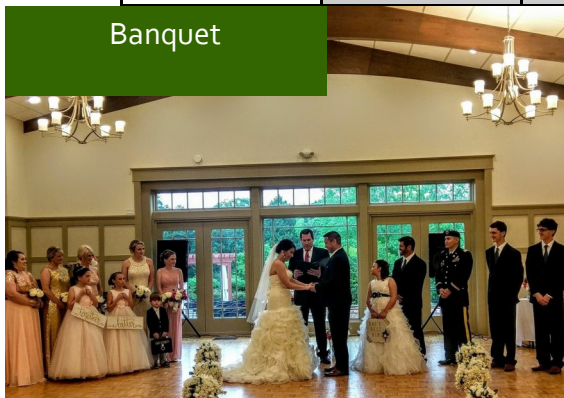
Tablecloths (90" round to the lap for 60" round tables)	\$15.00 per linen
Tablecloths (108" or 120" round, or 90" x 132" (for 6' long tables) rectangular to the floor)	\$20.00 per linen

Capacities

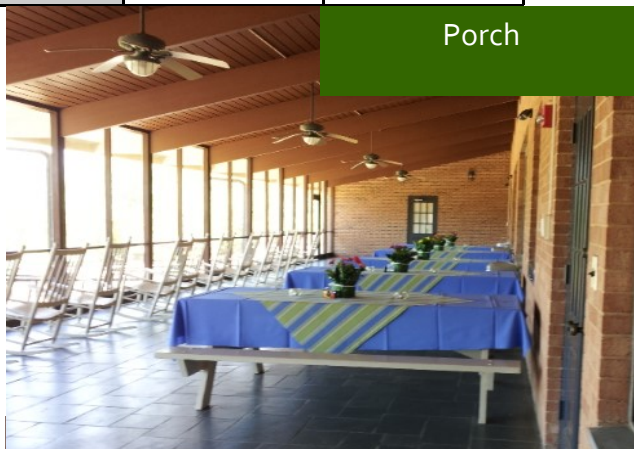
Keep in mind that these are MAXIMUM capacities. If other furniture is needed in the room (buffet, cake, gift tables, dance floor, bar, etc.) or activities will be taking place in the room (DJ or band, dancing, performances, etc.) then you would need to allow floor space to accommodate them and you would not be able to seat the maximum number of people.

Room	Classroom	Theater	Horseshoe	Banquet	No seats! Reception
Banquet	72	200	64	120	275
Banquet & TC	100	325		216	460
Lake	60	150	68	96	210
Oak	28	80	28	48	110
Training	28	80	28	48	110
Guilford	28	80	28	48	110
Cedar	56	130	56	112	240
Porch				60	130

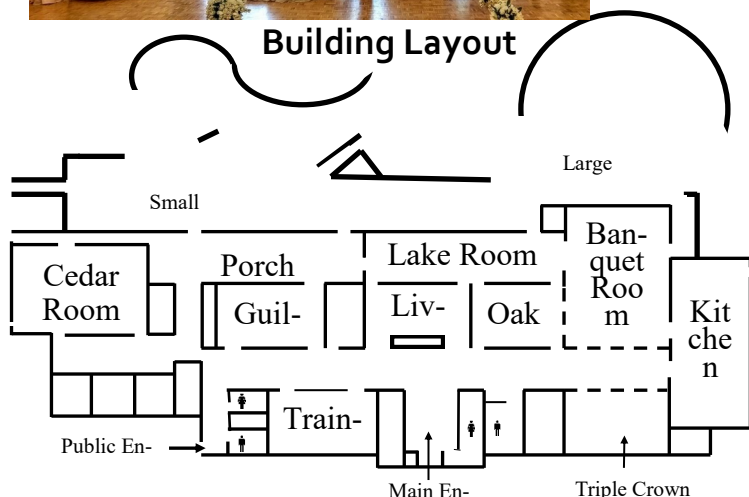
Banquet



Porch



Building Layout



Banquet

